

**From:** [Michael, Adly](#)  
**To:** [Macwan, Vanessa](#)  
**Cc:** [Aoanan, Agustin](#); [Arnone, Russell](#); [Brandon-Bazile, Kim](#); [Feranda, Jennifer](#); [Kumar, Narendra](#); [Jeniffer Oxford](#); [Scott Kirchner](#); [Tonya Bennett](#)  
**Subject:** FW: COMPLETE Laboratory Assignment for Case 44902 ROLLING KNOLLS LF  
**Date:** Thursday, January 15, 2015 2:20:00 PM  
**Attachments:** [1981.5 SMO Sol 2445.doc](#)  
[2194.1 SMO Sol 2445.doc](#)  
[asr-regional-notification-case-44902-on-2015-01-15-14-12.pdf](#)

---

Vanessa,  
Attached please see the complete lab assignment for the above subject site and case number. It includes the lab for the Dioxins and CBCs samples.

If you have any questions, please e-mail or call.

Thanks.

**Adly Michael**

**DESA/HWSB/HWSS**

**Tel.: (732) 906-6161**

**Fax: (732) 321-6622**

**From:** Alexandra Vanaman [mailto:avanaman@csc.com]

**Sent:** Thursday, January 15, 2015 2:13 PM

**To:** Michael, Adly; Feranda, Jennifer

**Cc:** Aoanan, Agustin; Toth, Robert

**Subject:** COMPLETE Laboratory Assignment for Case 44902 ROLLING KNOLLS LF

Attached is the COMPLETE Laboratory Assignment for Case 44902 ROLLING KNOLLS LF, that is shipping 11/21-1/16.

\*MAs 1981.5 and 2194.1 are attached.

Instructions for Uploading COCs into the SMO Portal

1. Export the .xml file from Scribe using the Export button located on the top left toolbar and select the COC XML File (\*.xml) option.
  - In the Export options, select the CLP Region Copy (Includes additional Site and Geospatial Information).
2. Log in to the SMO Portal Site located at <http://epasmoweb.fedcsc.com/smoportal> using your Username and Password. If you do not have a Username and Password, register for access using your Organization.
3. Access the Submit Chain of Custody task from the SMO Portal Home page, then select the Browse button and locate the .xml file you wish to upload.
  - **NOTE:** The file will be marked with a status of either Ready to Submit, No Matching Case # or No Matching Lab Name. If the file does not have a status of Ready to Submit, ensure that the Case number, Lab Name and Lab State listed on your Laboratory Assignment were entered correctly on the COC. Use the exact format/punctuation of the Lab Name for best results.
4. Click the SUBMIT button and you will be taken to a page that indicates whether the file has been accepted for further use within the CLP program.
  - **NOTE:** If the file was not accepted for further use within the CLP program, see note in previous step for solution.

NOTES:

- Regional requirements for TR/COC submission are not replaced by this procedure unless directed by the Region.

**EPA requires that the TR/COCs are uploaded within three days of the ship date.**

- Contact the CLPSS Help Desk at [CLPSSHelpdesk@fedcsc.com](mailto:CLPSSHelpdesk@fedcsc.com) or 703-818-4200 for assistance with uploading your .xml file.

Please let me know if you have any questions.

Thanks,

ALEXANDRA VANAMAN

Environmental Coordinator - Regions 2, 8, and 9

CSC

15000 Conference Center Drive, Chantilly, VA 20151

Civil Division | (p) 703-818-4522 | (f) 703-818-4602 | [avanaman@csc.com](mailto:avanaman@csc.com) | [www.csc.com](http://www.csc.com)

This is a **PRIVATE** message. If you are not the intended recipient, please delete without copying and kindly advise us by e-mail of the mistake in delivery. **NOTE:** Regardless of content, this e-mail shall not operate to bind CSC to any order or other contract unless pursuant to explicit written agreement or government initiative expressly permitting the use of e-mail for such purpose.